# COMPAQ SPECIAL FEATURES

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Compaq iPAQ Pocket PC H3800 Series Special Features Booklet

First Edition September 2001

Part Number 255152-001

Compaq has chosen four applications to enhance the functionality of your Compaq iPAQ Pocket PC H3800 Series.

- Use iPAQ Task Manager to open applications
- Use iPAQ File Store to store important information
- Use Dashboard to customize the Today screen
- Use Via Voice to navigate through the interface with voice commands

## Use iPAQ Task Manager

Use iPAQ Task Manager to complete tasks in four areas:

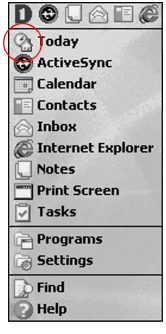
- The application list allows you to close running applications and switch between applications
- The iPAQ Task Manager icon opens a menu that allows you to run utilities (for example, the Backup Utility to back up to an optional memory card and the Self-Test to diagnose problems)
- The Settings icon opens a menu that allows you to change settings (for example, Sounds & Notifications to adjust the speaker volume)
- The Brightness icon allows you to change the backlight settings

### Close running applications

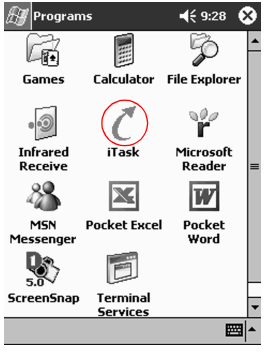
Close running applications to conserve memory.

Hint: Press Button 4 to open iPAQ Task.

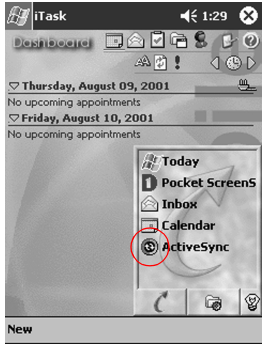
**1** From the Start menu, tap Programs



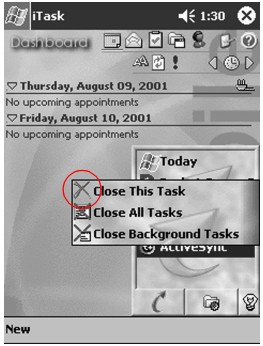

**2** Tap iTask




**3** Tap and hold an application



4 Tap Close This Task, Close All Tasks, or Close Background Tasks




Hint: Background Tasks are all the applications that are running except the application that you have open

## Switch between applications

As you use applications, they are added to the application list. Switch between applications you have recently used.

1 From the Start menu, tap Programs

2 Tap iTask

3 Tap an application from the list to open it

## Back up to a CompactFlash Card or a Secure Digital Card

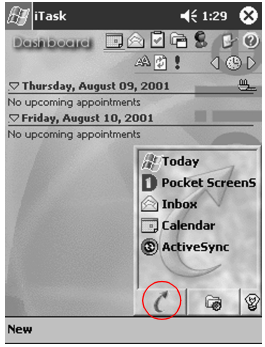
Back up your information to an optional CompactFlash card or a Secure Digital card.

1 Insert the CompactFlash card into an optional CompactFlash Card Expansion Pack or insert the Secure Digital card into your Compaq iPAQ Pocket PC

2 From the Start menu, tap Programs

3 Tap iTask

4 Tap the iPAQ Task icon




5 Tap Backup Utility

6 Tap Start to begin the backup

7 Tap OK when the backup is complete

## Diagnose problems

Diagnose problems with your Compaq iPAQ Pocket PC by running the Self-Test.

1 From the Start menu, tap Programs

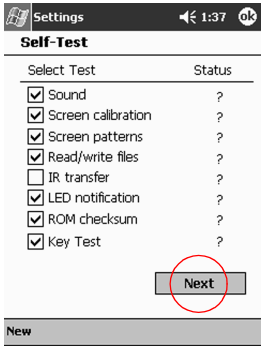
2 Tap iTask

3 Tap the iPAQ Task icon

4 Tap Self-Test

5 Select the tests you want to run

6 Tap Next




7 De-select the checkbox if you do not want your Compaq iPAQ Pocket PC to reset automatically before the test

8 Tap Start

9 Follow the instructions on the screens

Hint: If you select the Key Test, which tests if the buttons are working, you will see a graphic of the Compaq iPAQ Pocket PC on the screen. Press all of the applications buttons and the navigation button to complete the Key Test.

10 Tap Finish to complete the Self-Test

Tap Yes to create a log file saved in My Documents

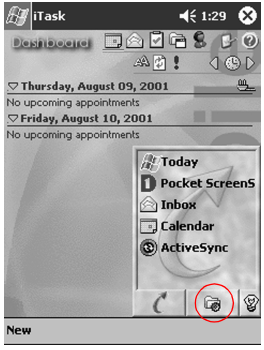
11 Tap OK

## Adjust the speaker volume

1 From the Start menu, tap Programs

2 Tap iTask

**3** Tap the Settings icon




**4** Tap Sounds & Notifications

**5** Tap and move the slide bar to adjust the volume

**6** Tap OK

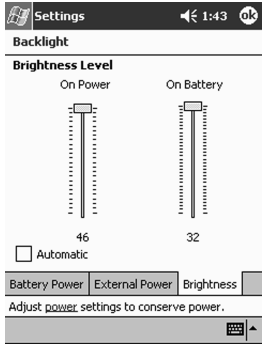
### Change the Backlight settings

**1** From the Start menu, tap Programs

**2** Tap iTask

**3** Tap the Brightness icon

**4** Change the backlight settings for your Compaq iPAQ Pocket PC when it is connected to a power supply and when it is using battery power




Slide the bar to the lowest level to conserve the most power

Tap Automatic so your Compaq iPAQ Pocket PC will adjust the brigtness level based on the surrounding light

## Use iPAQ File Store

Move important information to the iPAQ File Store folder located in File Explorer on your Compaq iPAQ Pocket PC. Information in the iPAQ File Store is held in ROM and will not be lost if you perform a hard reset of your Compaq iPAQ Pocket PC or if the battery loses its charge. iPAQ File Store can store between 5-6 MB of information.

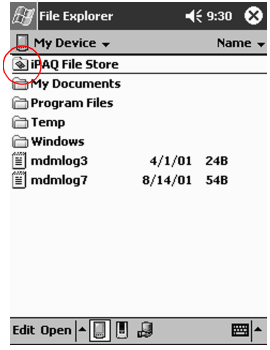
**CAUTION:** If you perform a ROM upgrade on your Compaq iPAQ Pocket PC, you will lose the information in the iPAQ File Store.

### Open the iPAQ File Store

1 From the Start menu, tap Programs

2 Tap File Explorer

3 Tap the iPAQ File Store folder




## Customize the Today Screen with Dashboard

Customize the Today screen and use Dashboard to

- view information on the Today screen for your Calendar, Inbox, Tasks, or Contacts
- open the Calendar, Inbox, Tasks, and Contacts applications from the Today screen
- open other applications you have installed from the Today screen
- customize the background and icons on the Today screen
- customize the information displayed on the Today screen for your Calendar, Inbox, Tasks, and Contacts

### View information

View information on the Today screen for your Calendar, Inbox, Tasks, or Contacts by tapping the appropriate icon.

1 From the Start menu, tap Today

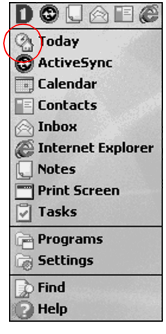
2 Tap the appropriate icon to view your Calendar, Inbox, Tasks, or Contacts information on the Today screen

Hint: To change the information you see on the Today screen, tap another icon

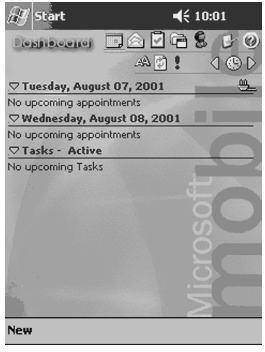
### Open the Calendar, Inbox, Tasks, or Contacts applications

Open the Calendar, Inbox, Tasks, or Contacts applications by tapping the Quick Launch icon.

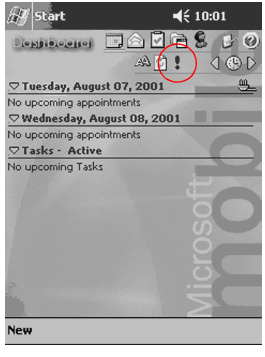
1 From the Start menu, tap Today




2 Tap the appropriate icon to view your Calendar, Inbox, Tasks, or Contacts information on the Today screen




3 Tap the Quick Launch icon to open that application

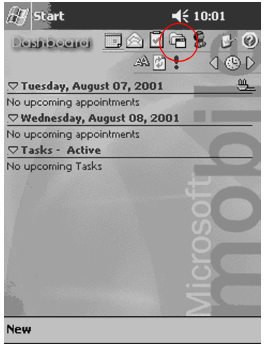


## Open other applications

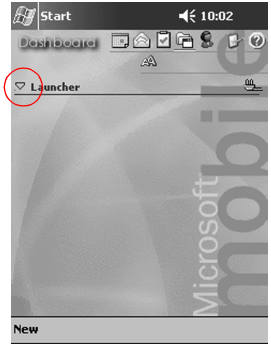
Open other applications you have installed from the Today screen by tapping the Launcher icon.

1 From the Start menu, tap Today

2 Tap the Launcher icon




3 Tap the Launcher down arrow



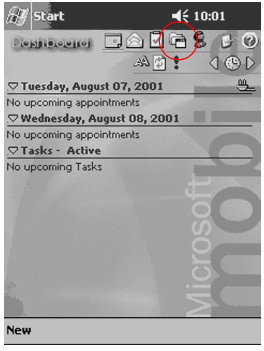

4 Tap Programs or Games

5 Tap the application you want to open

## Add applications to Launcher

1 From the Start menu, tap Today

2 Tap the Launcher icon




3 Tap and hold below the Launcher bar to see a pop-up menu

4 Tap New

5 Select the application to add to Launcher

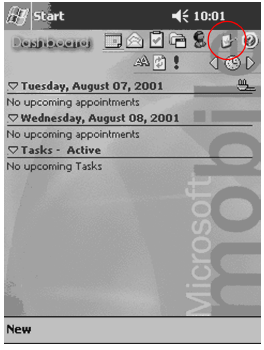
6 Tap OK

## Customize the background and icons

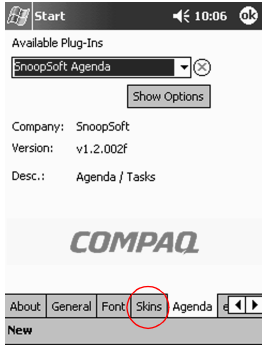
Customize the Today screen by choosing new backgrounds and icons (called a Skin).

1 From the Start menu, tap Today

2 Tap the Options icon

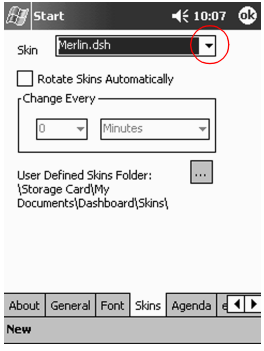



3 Tap the Skins tab




Tap the left and right arrows to scroll through the tabs

**4** Tap the Skin down arrow to select the backgrounds and icons to use for the Today screen




**5** Tap OK

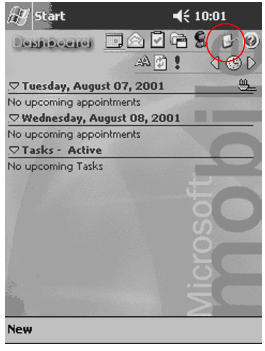
## Customize the information on the Today screen

Customize the information on the Today screen and choose, for example, to

- enable an automatic refresh of your calendar and task information
- show From and Size information about your e-mail

**1** From the Start menu, tap Today

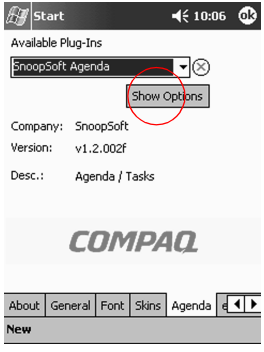
**2** Tap the Options icon




**3** Tap the appropriate tab for the information you want to customize

Tap the left and right arrows to scroll through the tabs

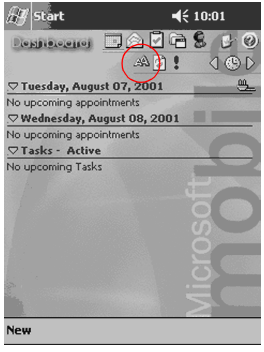
**4** Tap Show Options and select your options



## Tips

***I want to change the font size***

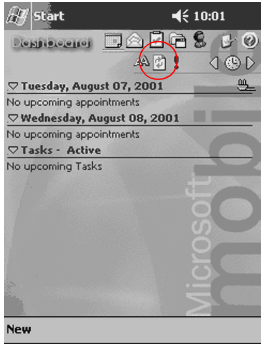
Tap the Font icon to change the font size




You can tap the Font icon twice and increase the font size; however, when you tap the Font icon a third time, the font returns to the original size

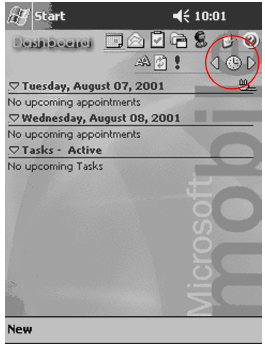
***The most current information is not being displayed on the Today screen***

Tap the Refresh icon to display the most current information




***I want to see appointments for other dates in the Agenda view***

Tap the left and right arrows next to the Clock icon to see other dates




## Navigate through the Interface with Voice Commands

Instead of tapping the screen with the stylus, use IBM ViaVoice and voice commands spoken into the microphone to

- hear today's date and time
- open and close applications
- navigate through Calendar, Tasks, Inbox, and Contacts
- hear information from Calendar, Tasks, Inbox, and Contacts

Please note that Certain commands are always available (Global). Other commands are only available in specific applications.

## Set up the record button to use ViaVoice

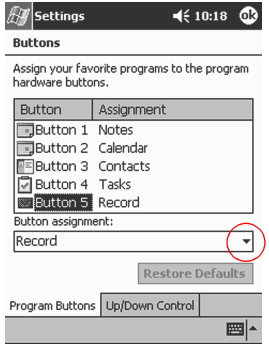
To use IBM ViaVoice, you must first set up the record button. Once it is set up, press the record button and speak the commands into the microphone after the beep.

**1 From the Start menu, tap Settings**

**2 Tap Buttons**

**3 Tap Button 5, which is assigned to Record**

**4 Tap the Button-assignment down arrow to select IBM ViaVoice**




**5 Tap OK**

## Using commands that are always available

Some voice commands are always available. These include

- What is today's date?
- What time is it?
- Go to Contacts (or any application)
- What Can I Say?

To find out what commands are always available, see the list in What Can I Say?

Other voice commands are only available to specific applications.

**1 Press and hold the record button**

**2 Wait for the beep and say "What Can I Say?"**

**3 Release the record button**

**4 Double-tap Global to see commands that are always available**

Words marked with a circle and slash are not available; you can teach ViaVoice to recognize them

Words printed in bold are available

Words that are not bold are not available

## Using commands that are available in Contacts, Calendar, Task, and Inbox

You can use voice commands to navigate through Contacts, Calendar, Tasks, and Inbox. These commands include

- read a contact's phone number
- read my very next appointment
- read active tasks
- read new messages

To find out what commands are available in an application, see the list in What Can I Say?

**1 Press and hold the record button**

2 Wait for the beep and say “Go to Contacts” or “Go to Calendar” or “Go to Tasks” or “Go to Inbox”

3 Release the record button

4 Double-tap the application name to expand the list of commands available for that application

Words marked with a circle and slash are not available; you can teach ViaVoice to recognize them

Words printed in bold are available

Words that are not bold are not available to the open application

## Teach ViaVoice

For ViaVoice to recognize certain words, you can teach ViaVoice how you pronounce the words. The words you would most likely teach ViaVoice include

- the names of applications you installed on your Compaq iPAQ Pocket PC
- contact names

1 Press and hold the record button

2 Wait for the beep and say “What Can I Say?”

3 Release the record button

4 Double-tap the application name to expand the list and see commands in that group

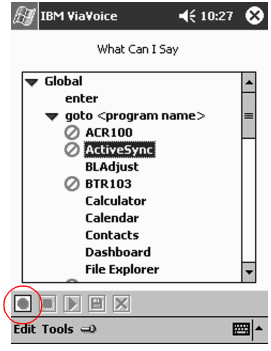
Words marked with a circle and slash are not available; you can teach ViaVoice to recognize them

Words printed in bold are available

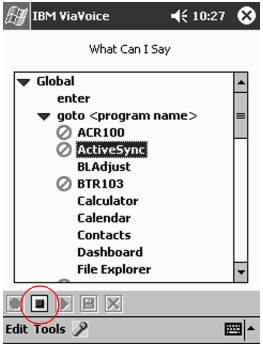
Words that are not bold are not available

5 Tap a word with a circle and slash icon next to it

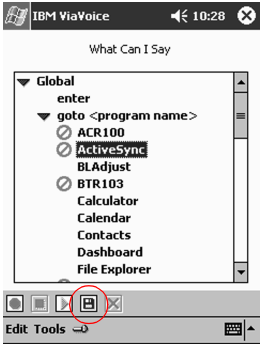
6 Tap the Record icon and say the word



**7** Tap the Stop icon




**8** Tap the Save icon




## Tips

***ViaVoice does not respond to my commands***

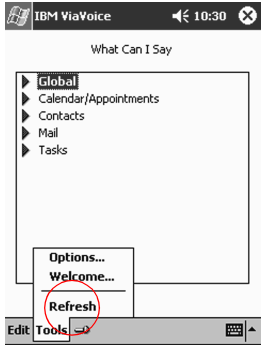
Try saying the command again in a normal tone of voice about 12 inches from the microphone

Hold the record button down the entire time you are saying a command

If it is noisy, hold the microphone closer to your mouth

You cannot use the commands for Contacts, Calendar, Tasks, or Inbox until you open those applications by saying "Go to..."

From "What Can I Say?," tap Tools and then tap Refresh




***"What Can I Say?" does not work and I want to open IBM ViaVoice***

From the Start menu, tap IBM ViaVoice